



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND
314 LONGS CORNER ROAD
ABERDEEN PROVING GROUND, MD 21005-5055



REPLY TO
ATTENTION OF

CSTE-DTC-EE (690-12)

14 May 2003

MEMORANDUM FOR

Commanders, DTC Test Centers
HQ DTC Directors and Office Chiefs

SUBJECT: Policy Letter #5 - Prevention of Sexual Harassment

1. I have made a firm commitment to ensure that all personnel, military and civilian, are provided a work environment free of sexual harassment. As Commander, U.S. Army Developmental Test Command, I want to emphasize my policy of ensuring that we continue to nurture an environment where sexual harassment is not condoned, not tolerated.
2. Sophisticated weapons systems and modern technology are of little value without a dedicated, trained team of professional soldiers and civilians to ensure mission success. The mission suffers if either the perception or the reality of sexual harassment exists in an organization. Inappropriate behavior interferes with duty performance by creating a hostile, intimidating, or offensive work environment.
3. Sexual harassment is defined as unwelcome sexual advances, requests for special favors, and other verbal or physical conduct or gestures of a sexual nature which are made a term or condition of a person's job, or create a hostile environment. These actions violate Title VII of the Civil Rights Act of 1964. Anyone who perceives that he or she is being sexually harassed needs to let offenders know that their behavior is inappropriate and unwelcome. Acts of sexual harassment may also be reported to the supervisor or the Office of Equal Employment or Office of the Equal Opportunity Adviser.
4. I require your commitment in maintaining the highest professional standards while conducting the important work of DTC. For all of us the bottom line should be an environment of trust, loyalty, and teamwork that is sensitive to all and free of sexual harassment.
5. Please disseminate this policy to all members of the command, and post a copy on official command bulletin boards.

MARVIN K. McNAMARA
Brigadier General, USA
Commanding